



**JOB DESCRIPTION**  
**ACCOUNTS PAYABLE/ACCOUNTS RECEIVABLE**

The A/P-A/R position within The Ratkovich Company is essential to the financial performance of the property. This position is expected to perform any and all assignments typical of a standard position of this type. These duties include but are not limited to the following:

**ACCOUNTS PAYABLE**

- Process, batch, code and input operating invoices weekly in MRI (Property Accounting Software); ensure appropriate backup is maintained and attached; submit batch with transmittal to Senior Property Manager for approval
- Submit approved transmittal to Accounting Manager for approval and posting.
- Review invoices thoroughly to ensure billings are in accordance with contracts, purchase orders, work orders and packing slips; ensure prior balances are accurate and all invoices are paid timely.
- Process checks, attach checks to invoice with all back up and submit for various required signatures
- Prepare monthly Janitorial Vacancy Report
- Obtain W-9 for new vendors
- Set up new accounts as necessary
- Maintain filing of all invoices.

**ACCOUNTS RECEIVABLE**

- Responsible for timely tenant rent collections
- Input cash receipts and apply to correct charges
- Reconcile tenant accounts
- Run and review aged receivable reports in accordance with schedule established by Senior Property Manager
- Prepare Monthly Late Fee schedule
- Prepare Monthly Tenant Miscellaneous Billings (Electricity, After Hours HVAC, Conference Rooms and Tenant Services)
- Make bank deposits when necessary

**PURCHASING**

- Maintain supply order backup for attachment to invoice
- Prepare Purchase Orders
- Keep Purchase Order log current
- Ensure all vendors issued a Purchase Order have current insurance certificates
- Set up new account vendors

**ADMINISTRATIVE**

- Assist in preparation of monthly financial package
- Assist in preparation of annual budgets
- Assist in preparation of operating expense recoveries
- Participate as member of support staff, performing any special projects as required
- Phone coverage relief for Dispatch Assistant
- Update Utility logs (telephone, electricity, water, gas) with monthly bills
- Maintain information in MRI relating to all new leasing and renewals.
- Request Capital Draw as needed.